

MINUTES
Boyd County Public Library
Board of Trustees
December 19, 2016 4:00 p.m.
Main Branch

PRESENT Jennifer McComis, President
Mike Campbell, Treasurer
Bill Criss, Secretary
Bobby Touchton, Member

Kristin Mastin, Recorder

ABSENT Mark Ratliff, Vice President

STAFF Debbie Cospers, Director
Ben Nunley, Genealogy Supervisor
Jennifer McKenzie, Programming and Community Services Supervisor

REGIONAL LIBRARIAN None

VISITORS None

CALL TO ORDER 4:12 p.m.

PUBLIC COMMENTS None

AGENDA

On a motion made by Criss and seconded by Touchton:
"Approve the December 19, 2016 agenda."

MOTION CARRIED UNANIMOUSLY

MINUTES

On a motion made by Touchton and seconded by Criss:
"Approve November 21, 2016 minutes."

MOTION CARRIED UNANIMOUSLY

FINANCIAL REPORT

- a. Treasurer's Report
 - i. Includes: report, check register (containing EFT & credit card reports)
 - ii. Action: Accept treasurer's report and pay all bills
- b. Financial Statement and Balance Sheet

On a motion made by Criss and seconded by Touchton:
"Accept treasurer's report and pay all bills for December 2016."

MOTION CARRIED UNANIMOUSLY

FEATURED DEPARTMENTS

- a. Jennifer McKenzie, Programming and Community Services Supervisor

BUSINESS

- a. Outsourcing Public Relations

On a motion made by McComis and seconded by Campbell:

"Approve to place an RFP for outsourcing public relations, advertising, and marketing services."

MOTION CARRIED UNANIMOUSLY

- b. Position Restructuring
On a motion made by McComis and seconded by Touchton:
“Table a position restructure until a decision is made regarding the future of our marketing department.”

REPORTS

- a. Regional Librarian- Discussed
- b. Director- Discussed
 - i. Correspondence
 - ii. Monthly Report—Attachment
 - iii. Other Stuff

DISCUSSION ITEMS

- a. Board Comments- None

ADDITIONAL ITEMS

- a. Annual Budget Schedule-Discussed
- b. Ashland Parade-Discussed
- c. Holiday Party-Discussed
- d. Updates-Discussed
 - a. Children’s Room-Discussed

On a Motion made by Jennifer McComis and seconded by Bill Criss at 4:40 pm:
“I move the Boyd County Public Library Board go into closed session under KRS 61.810, Section One, Subsection f [written as KRS 61.810(1)(f)] to discuss a personnel matter.”

Closed Session ended at 5:17 pm, No action taken.

ADJOURN

On a motion made by Criss and seconded by Campbell:
“Motion to adjourn meeting at 5:18 p.m.”

MOTION CARRIED UNANIMOUSLY

Next Meeting: Monday, January 16, 2016, 4:00p.m. Kyova Branch

Approved this _____ day of _____ 2017

Jennifer McComis, President

Bill Criss, Secretary

Kristin Mastin, Recorder